

SEAS

Scholar Enrollment and Affirmation System

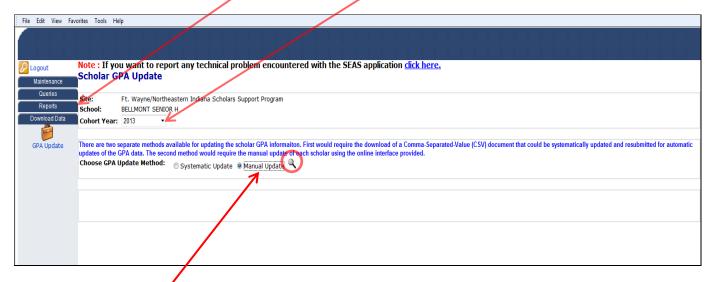
User Guide

GPA Instructions

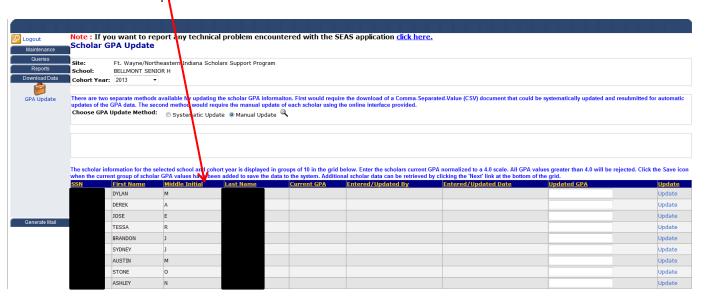
Updated: January 2015

DOWNLOAD DATA: GPA UPDATE (FOR SENIORS ONLY)

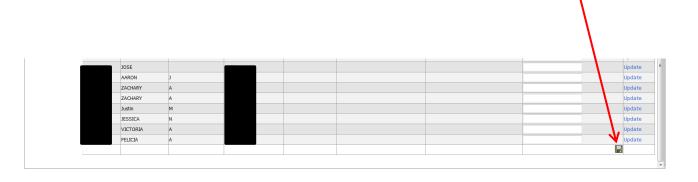
- 1. Click on "Download Data" in the left column.
- 2. Click on the suitcase icon "GPA Update".
- 3. Select the appropriate cohort year from the drop down box.



- 4. Select "Manual Update"
- 5. Click on the magnifying glass next to "Manual Update".
- 6. A list will appear.



- 7. You will have two options to update student GPAs:
 - a. **Option 1** Update the entire list:
 - i. Input the cumulative GPA for each student in the field to the right of their name (labeled updated GPA). **No lines can be left blank.**
 - ii. To save and update all GPA's, click on the 🔙 icon at the bottom of the list.



- b. **Option 2** Update GPA for an individual student:
 - i. Input the cumulative GPA for the selected student in the field titled "Updated GPA".
 - ii. Once GPA has been entered, click "Update" next to that student's GPA.
 - iii. **DO NOT** click the "Save" licon if you choose this option

